

Position Title

Housekeeper

Date Prepared

May 28, 2002
(Revised June 4, 2004)

Department

Maintenance

Location

Brainerd

Reports to: Human Resources

I Position Purpose

- To maintain cleanliness and sanitary conditions within the facility and to keep the grounds well kept from trash, etc.

II Budget Dimensions

- Works in an organized and efficient manner to maximize cleaning during hours worked.

III Primary Functions Duties And Responsibilities

- Maintains cleanliness of restrooms (empty garbage, clean mirrors, toilets, and counter tops) Ensures all supplies are stocked.
 - Vacuums offices and public areas.
 - Empties trash from offices, conference rooms, and public areas.
 - Dusts offices, conference rooms and all other public areas in the building.
 - Keep the grounds free from litter near the front door of the building.
 - Mops tile floors, seals them as needed.
 - Cleans offices, public areas, conference rooms and prepress.
 - Washes windows in the front office area.
 - Uses carpet shampooer to clean all carpeting in the front office and prepress.
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- Files billed/invoiced job tickets in the ticket room
 - Keeps the file room neat and organized
 - All other duties as assigned.

Employee Signature: _____ **Date:** _____

Housekeeping Daily Checklist

Monday

- Vacuum the entire front office and E.P.P.
(This includes all departments and Mgrs. offices')
- Wash the windows in the front office entryway.
- Dust/clean the front office and conference rooms (This includes desks, computers, pictures on the walls, countertops and phones)
- Clean all bathrooms (Empty garbage, clean mirrors, toilets, and counter tops) also ensure that all supplies are fully stocked in each bathroom.
- Empty trash from offices, break room, conference rooms, Sales and mgr. Offices'.
- Clean the employee lunchroom (empty garbage, clean counters/tables, mop the floors, clean microwaves and refrigerator both inside and out.

Tuesday

- Dust/clean E.P.P., Sales/CSR desks and Mgrs. Offices'. (This includes desks, computers, pictures on the walls and phones).
- Clean all bathrooms (Empty garbage, clean mirrors, toilets, and counter tops) also ensure that all supplies are fully stocked in each bathroom.
- Empty trash from offices, break room, conference rooms, Sales and mgr. Offices'.
- Clean the employee lunchroom (empty garbage, clean counters/tables, mop the floors, clean microwaves and refrigerator both inside and out.

Wednesday

- Vacuum the entire front office and E.P.P.
(This includes all departments and Mgrs. offices')
- Wash the windows in the front office entryway.
- Dust/clean the front office and conference rooms (This includes desks, computers, pictures on the walls, countertops and phones)
- Clean all bathrooms (Empty garbage, clean mirrors, toilets, and counter tops) also ensure that all supplies are fully stocked in each bathroom.
- Empty trash from offices, break room, conference rooms, Sales and mgr. Offices'.
- Clean the employee lunchroom (empty garbage, clean counters/tables, mop the floors, clean microwaves and refrigerator both inside and out.

Thursday

- Dust/clean E.P.P., Sales/CSR desks and Mgrs. Offices'. (This includes desks, computers, pictures on the walls and phones).
- Clean all bathrooms (Empty garbage, clean mirrors, toilets, and counter tops) also ensure that all supplies are fully stocked in each bathroom.
- Empty trash from offices, break room, conference rooms, Sales and mgr. Offices'.
- Clean the employee lunchroom (empty garbage, clean counters/tables, mop the floors, clean microwaves and refrigerator both inside and out.
- Keep the grounds outside near the building free from litter and trash.

Friday

- ❑ Vacuum the entire front office and E.P.P.
(This includes all departments and Mgrs. offices')
- ❑ Wash the windows in the front office entryway.
- ❑ Sweep the front office entry way.
- ❑ Dust/clean the front office and conference rooms (This includes office equipment, chairs, desks, computers, pictures on the walls, countertops and phones)
- ❑ Clean all bathrooms (Empty garbage, clean mirrors, toilets, and counter tops) also ensure that all supplies are fully stocked in each bathroom.
- ❑ Empty trash from offices, break room, conference rooms, Sales and mgr. Offices'.
- ❑ Clean the employee lunchroom (empty garbage, clean counters/tables, mop the floors, clean microwaves and refrigerator both inside and out.
- ❑ Mop the floor in plating once every two weeks or as often as needed.